

# myVTax Guide: How to Record a Lien Filing or Lien Release Request

This guide provides step-by-step instructions for town clerks to record Lien Filing and Lien Release Requests.

## Step 1

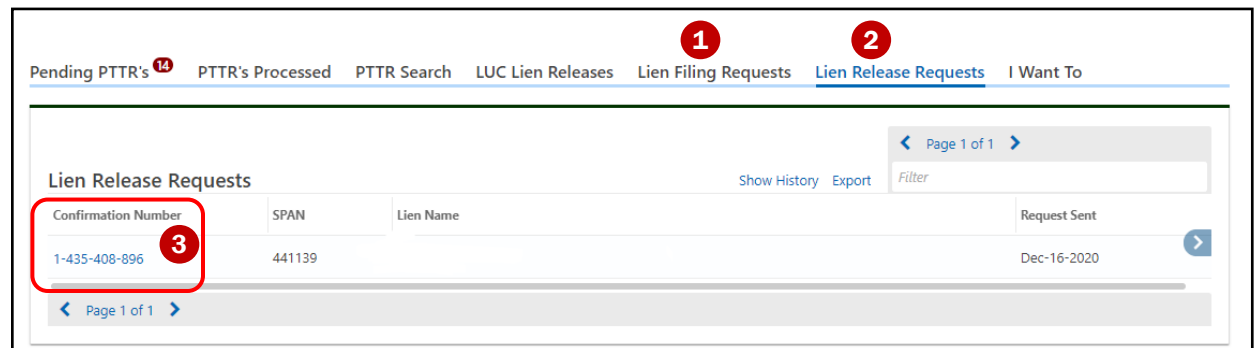
Go to **www.myVTax.vermont.gov**. To begin, **log in** to your existing account with your **Username** and **Password**.



## Step 2

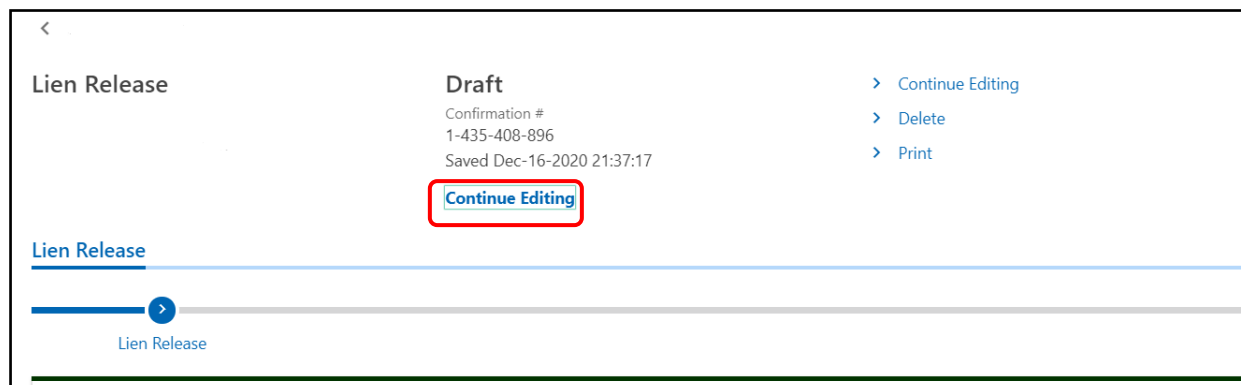
The **home screen** will appear, showing the items in the system associated with your account. If you have any Lien Filing Requests waiting to be recorded, they will appear under the **Lien Filing Requests** tab. **1** Any Lien Release Requests will appear under the **Lien Release Requests** tab. **2**

**Click** on the **Confirmation Number** **3** link under the corresponding tab for the type of filing request you need to record.



### Step 3

Click **Continue Editing**.



### Step 4

Enter the appropriate information in all required fields. Enter the date in **Filed on** field. In the field named **and proper entry made in**, enter the town or city where the lien filing is being recorded. Enter the **Book number, Page Number**, and name of the **Town/City Clerk** in the appropriate fields. Click **Submit** when done.

You may contact the Department of Taxes at the email listed on the bottom of the screen if you have any questions.

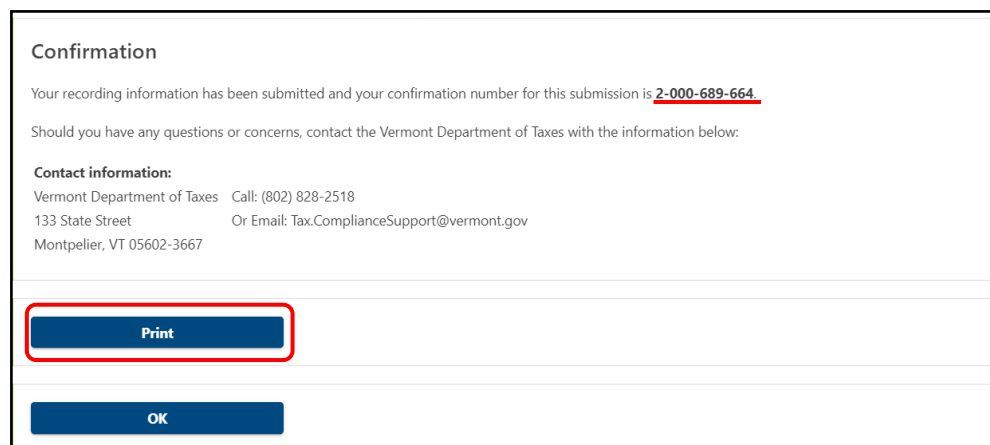


### Step 5

You are now at the **Confirmation** screen, which provides you with a **confirmation number**. Write the number down for future reference

OR

Print the Lien Filing or Release Filing at this time by clicking the **Print** button.



## Step 6

You can view or print the Submission at any time by clicking **Show History** under the **Lien Release Requests** tab and selecting the **Confirmation** number.

You can only **Edit Submission** or **Cancel Request** prior to 4:00 p.m. on the day you have submitted the Lien Filing or Lien Release.

Once the submission has been transmitted to the Department, the option to Edit or Cancel will no longer be available. If you need to request a change be made after the submission has been sent, please email [tax.ComplianceSupport@vermont.gov](mailto:tax.ComplianceSupport@vermont.gov).

The screenshot shows a web application interface for a 'Lien Release' draft. At the top, the title 'Lien Release' is on the left, and 'Draft' is in the center. Below 'Draft', the 'Confirmation #' is '2-000-689-664', which is highlighted with a red rectangle. Below this, it says 'Saved Jan-01-2021 20:28:10' and a 'Continue Editing' link. On the right side, there are three buttons: '> Continue Editing', '> Delete', and '> Print'. Below the draft information, there is a progress bar with a blue circle and a right arrow, labeled 'Lien Release'. At the bottom, there is a section titled 'NOTICE OF TAX LIEN(S)' with a text area containing the text: 'It is hereby certified that the lien dated 9/3/2015 in favor of the State of Vermont, notice of which was filed on 9/8/2015 in Northfield Book 207 Page 520 of'. Below this text area is a blue circle with a white 'v' icon. At the bottom right, there is a '< Previous' link.

